3 0 OCT 1975

MEMORANDUM FOR: Chief, Policy and Plans Group

STAT ATTENTION   : [   ]

SUBJECT   : MBO Objective OS-D 01-76

REFERENCE   : Memorandum to Deputy Directors
                    Same Subject, dated 19 Sept. 75

1.   Milestone two of the referent requires that each
type of record retained by the Security Records Division
be categorized as (a) must be kept by law, directive or
regulation; (b) must be destroyed; (c) should be kept; and
(d) should be destroyed. The referent permits a record to
be divided into two or more categories. The listing presented
below categorizes the records in accordance with the stated
guidelines.

2.   <u>MUST BE KEPT BY LAW, DIRECTIVE OR REGULATION</u>

    Office of Security Case Files (Personnel Security Files)
    Office of Security Personal Index
    Office of Security Impersonal Index
    Cryptonym and Pseudonym Index
    True Name Index
    Security Automated Name Check Activity
    Security Automated Dossier Retrieval System
    Confidential Informant Index
    Master Copy of Microfiche Records

3.   <u>MUST BE DESTROYED</u>

    Office of Security Case Files
    (Organizational files, Dissident files)

4. SHOULD BE KEPT

Administrative Files, C/SRD
Administrative Files, Microfiche Branch
TWX Chronological, Incoming and Outgoing
Cable Chronological, Incoming and Outgoing
Courier and Manifest Records
Cable Log Files
Dispatch Chronological Files
Case Control Index
Abstract File Index
Systems Support Branch Library
Post Office Expenditures and Incoming and
   Outgoing Mail Receipts
Master Copy of Headquarters and Security Regulations,
   Bulletins, Directives.

5. SHOULD BE DESTROYED. The records listed in this category are operating files and are also listed in the category of "Should Be Kept". These records are listed in dual categories in that they are operating files, and as working files they are imperative to the mission of SRD. However, they undergo periodic purging and destruction for outdated material, and some are purged according to a time retention schedule.

Administrative files, C/SRD
Administrative Files, Microfiche Branch
TWX Chronological, Incoming and Outgoing
Cable Chronological, Incoming and Outgoing
Courier and Manifest Records
Cable Log Files
Dispatch Chronological Files
Case Control Index
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STAT

Security Records Division

MBO OBJECTIVE OS-D 01-76

MILESTONE TWO

CATEGORIES OF FILES HELD BY POLICY AND PLANS GROUP

FILE   CUBIC FOOTAGE   CATEGORY AND AMOUNT

FILE	CUBIC FOOTAGE	MUST BE KEPT	MUST BE DESTROYED	SHOULD BE KEPT	SHOULD BE DESTROYED	TRANSFERRED...
CHRONO	1.50			1.50		
IQS REGS & HHBs	2.50				2.50	
RMO FILES	2.00			2.00		
ADP WORKING FILES	.50			.25	.25	
PROGRAM CALL WORKING FILES	.50			.25	.25	
MBO WORKING FILES	.50			.25	.25	
FOIA WORKING FILES	7.00					7.00 (IRG)
MISCELLANEOUS	1.50			.50	.50	.50 (OS Reg.)
TOTALS	16.00 (Equals combined sub-totals)			4.75	3.75	7.50